

# TEMPORARY STRUCTURE PERMIT APPLICATION

PERMIT NUMBER: STR _____ — _____		DROP OFF # _____	
A. ADDRESS: _____		K. INSTALLATION DATE/TIME: _____ REMOVAL DATE/TIME: _____	
B. APPLICANT INFORMATION: NAME: _____ ADDRESS: _____ CITY _____ STATE _____ ZIP CODE _____ TELEPHONE NUMBER: ( _____ ) _____ — _____ EMAIL: _____		L. SUBMITTAL CHECKLIST: (T) [    ] Detailed site plans to scale including the following: - Tent location - Location of adjacent permanent structures and lot lines - Adjacent vegetation - Locations of guys wires, guy ropes, and other supports - Access location and parking - Fire breaks (if applicable) [    ] Floor plans including the following: - Seating capacity and arrangement - Required exits, egress illumination, aisles, exit signs - Electrical distribution equipment - Locations and types of all appliances, generators, and other miscellaneous equipment - Heating and cooking equipment (if applicable) [    ] Manufacturer's specifications and installation Instructions [    ] Flame propagation performance treatment certificate	
C. EMERGENCY CONTACT (responsible for declaring evacuation of tent): NAME: _____ ADDRESS: _____ CITY _____ STATE _____ ZIP CODE _____ TELEPHONE NUMBER: ( _____ ) _____ — _____ EMAIL: _____		M. ANCHORAGE (T) Type: [    ] Stake                      [    ] Ballasting Support [    ] Pole    [    ] Frame    [    ] Concrete    [    ] Water	
D. PERMIT TYPE: _____ [    ] TENT                      [    ] STAGE                      [    ] OTHER		N. CONTRACTOR/APPLICANT INFORMATION:  IF A CONTRACTOR HAS BEEN OR WILL BE HIRED TO DO THE WORK FOR WHICH THIS PERMIT IS REQUESTED, HE/ SHE MUST BE LISTED IN MARION COUNTY AND MUST COMPLETE AND SIGN THIS SECTION: BUSINESS NAME: _____ _____ Business Listing Number                      Individual Listing Number	
E. # OF TEMP STRUCTURES ON SITE ASSOCIATED WITH THIS PERMIT: _____		<p>Upon scheduling of final inspection, I will hereby acknowledge that the construction activity associated with the pursuant building permit has been completed and to the best of my knowledge, information and belief such construction activity has been performed in conformance with the Building Standards and Procedures applicable to such construction. I AFFIRM, UNDER THE PENALTIES FOR PERJURY, THAT THE FOREGOING REPRESENTATIONS ARE TRUE</p> <p>YOUR NAME (PRINT): _____</p> <p>SIGNATURE: _____ _____ (Contractor or Applicant)</p> <p>DATE: _____</p> <p>TELEPHONE NUMBER: ( _____ ) _____ — _____</p> <p>EMAIL: _____</p>	
F. TEMP STRUCTURE(S) AREA (SQ FT): _____			
G. OCCUPANT LOAD: _____ (T)			
H. WIND THRESHOLD AT WHICH TENT WILL BE EVACUATED (may not be greater than 25 mph for unstaked tents or 30 mph for staked tents without engineered plans): _____ (T)			
I. INTENDED USE/BASIC SCOPE OF WORK: _____			
J. HEATER (if applicable): Make: _____ Model _____ (T)			

**DEPARTMENT OF CODE ENFORCEMENT**  
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**(T):SECTIONS FOR TENTS ONLY**